

11 MAY 1962

MEMORANDUM FOR: The General Counsel

SUBJECT : Charges for Shipment of Excess Household Effects

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1. In 1961, the Chief of Station, [] submitted a claim for \$492.35 covering charges in connection with the shipping and storage of household effects in excess of that authorized []

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Reimbursement was requested on the basis that the extra items shipped were required for meeting the representational requirements of his assignment. Although this case was not unique, the number of such claims previously submitted have been so few in number that all have been handled by the SSA-DD/S who has been delegated authority by the Deputy Director (Plans) to handle representational matters. In this particular case, the absence of the SSA-DD/S resulted in a direct referral of the claim to the Finance Division and subsequent referral to your office. It is believed that this referral was made prematurely and without the benefit of all the facts being made available to the reviewing officials of your office.

2. Our practice in the past has been to review each claim to determine whether the employee is authorized to incur representational expenses, the reasonableness of the claim, and a determination by the Division Chief as to the operational requirement for the extra items. In this case, paragraph 5 of subject's Authorization to Incur Representation Expenses, dated 3 August 1960, reads as follows:

"You are authorized to expend funds, which will not be chargeable, however, to the allowance cited in paragraph 1, for the extra cost involved in maintaining, for the proper representation of our country, better quarters and higher standards of living than your normal salary and allowances would permit."

Prior to this case, the inclusion of the above paragraph has been considered sufficient authority for approval of the claim where other criteria has been met. Our reasoning in part was based upon a decision of your office, dated 15 May 1957. A copy of this decision is attached as TAB 1, section B.

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3. The above procedure was adopted because of our reluctance to issue a general authorization for such shipments due to the very limited number of cases. It should be noted that any blanket authorization issued must of necessity be based upon rough estimates since actual costs could not be determined prior to crating and shipping. It seemed more practical to review the claim after exact costs had been determined and a decision as to necessity for the items could be determined.

4. In view of the above facts, it is requested that your decision of 16 January 1962 be reconsidered.

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Special Support Assistant/DIS

Attachment

TAB 1 - Memo dtd 4 April 62 for DD/S, thru SSA-DD/S,
fr C/EE, subj: Excess Household Shipping Charges;
w/Att. TABS A, B, C

ASSA-DD/S:JPH/ms (8 May 62)

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